

California State Library
California Civil Liberties Public Education Program (CCLPEP)
Grant Management Guidelines

- **Grant award letter**

The State Librarian's grant award letter is the official statement of approval of the project. Conditions in the letter are binding and must be followed when implementing the project. The letter specifies the approved CCLPEP project budget that is the basis for all authorized project expenditures as reported on the financial expenditure reports.

- **Orientation**

Grant recipients are required to participate in an orientation session that will be scheduled following the grant award decisions. Since meetings will be conducted via phone conference or the internet, travel isn't required.

- **Grant Agreement and Certification of Compliance**

In addition to the grant award letter, applicants who receive a CCLPEP grant award also receive a document entitled Grant Agreement and Certification of Compliance. This document describes the conditions of the grant and stipulates that the project will be completed by the date indicated in the State Librarian's grant award letter. After signing and returning the Certification of Compliance and a claim form, the first grant payment will be processed.

- **Grant payments**

Grants will be issued in either two or three payments, depending on the amount of the grant award.

For grants of \$10,000 or less, two payments will be issued. The first payment of 75% will be issued following the State Library's receipt of the signed original Certification of Compliance. The final 25% payment will be issued following the State Library's review and acceptance by the State Library of the final project reports and project deliverables.

For grants over \$10,000, three payments will be issued. The first payment of 50% will be issued following the State Library's receipt of the signed original Certification of Compliance. The second payment of 25% will be issued following the review and acceptance by the State Library of the first quarterly project reports. The final 25% payment will be issued following the State Library's review and acceptance of the final project reports and project deliverables.

Checks will typically be received within 6-8 weeks of submission of claim forms.

- **CSL acknowledgment**

Grant recipients are required to include acknowledgement of the California State Library CCLPEP grant funding in promotional pieces and on the project itself, wherever feasible. The California State Library logo is available for inclusion upon request. The following language is preferred:

Funding for this *[insert appropriate term (e.g., program, book, film, performance, etc)]* was provided by a grant from the California State Library through the California Civil Liberties Public Education Program.

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- **Copyright**

Original material produced with California Civil Liberties Public Education Program funds may be copyrighted by the grantee or its assignees. However, the California State Library reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for public library and State government purposes:

- (a) The copyright in any work developed under this grant, sub-grant, or contract under this grant or sub-grant; and
- (b) Any rights of copyright to which a Grantee, sub-grantee, or a contractor purchases ownership with grant support.

The foregoing provision specifically authorizes the California State Library to mount copyrighted material produced or purchased with grant funds on a California State Library website for public access and viewing.

- **Project deliverables**

Grant recipients are required to provide project deliverables to the State Library at the completion of the project along with the final financial and narrative reports. The type of deliverable varies, depending on the project. Copies of printed works, films, and audio recordings, for example, are to be provided to the State Library in their original format (DVD or CD). When appropriate to the project type, at least two copies of finished works are required in their original formats, as well as in digital format, where feasible. These copies will be cataloged and included in the California State Library collection. Project deliverables are specified in the grant award letter documentation.

- **Responsibility for document control**

Grant award documents and correspondence will be sent by the State Library to the grant recipient(s) who signed the grant application and who is directly responsible for the project. Grant recipients who delegate grant responsibilities to others, or who are required to use a fiscal agent, are responsible for ensuring that documents are properly transferred and that funds are properly deposited. Grant recipients who wish to delegate this responsibility may notify the California State Library in writing.

- **Assistance**

The CCLPEP Project Manager will assist grant recipients with project implementation and will monitor project progress. The grant recipient is expected to maintain frequent contact with the Project Manager, and inform the Project Manager promptly of:

- Any anticipated project changes that differ from approved activities
- Budget issues
- Changes to key project staff
- Changes in the project timeline
- Date for project opening days, launch days, performance dates, and publicity events

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- **Accounting**

Separate accounting for CCLPEP grant funds must be maintained by the grant recipient in accordance with accepted standard accounting practices to ensure responsible project management and the ability to submit timely and accurate financial reports.

- **Reporting**

Quarterly financial and narrative reports are required for all projects, unless other provisions are made in the State Librarian's grant award letter. The first quarterly reports will include grant activity beginning with the date of the grant award letter and inclusive of the first full quarter of the State fiscal year, which is July through September. Grant report forms are located on the CCLPEP webpage: <http://CivilLiberties.library.ca.gov>. It's recommended that you download a new copy of the form and instructions each time you prepare a report to ensure you have the latest versions.

Note: Grant recipients with a history of delayed or incomplete reporting or inadequate management of previous grant projects may be denied future grant awards.

- **Budget adjustments**

Unexpected circumstances may occur during the course of the project that necessitate changes in the project budget. Contact the CCLPEP Project Manager as soon as you discover the possibility that a budget change may be needed. For budget adjustments of 10% or less, with the prior State Library approval in most cases the grant recipient may be authorized to adjust approved budget categories through an informal process. Such an adjustment may be made in more than one category, and more than one adjustment may be made to the same category during the life of the project. Multiple changes to a category may not result in a total increase of more than 10% of the original approved budget for any category.

If an adjustment exceeding 10% is needed, a more formal process is required. The request must be made on a Grant Award Modification form and sent to the State Library for consideration. Requests for budget modification should be submitted at least four weeks in advance to ensure adequate time to complete the approval process. Detailed information about budget adjustments is included in the Grant Award Modification Instructions (CCLPEP 8), which may be found on the CCLPEP webpage: <http://CivilLiberties.library.ca.gov>. The CCLPEP Project Manager is available to assist you in completing the form.

- **Project Expenditures**

Eligible project expenditures

The date of the State Librarian's grant award letter marks the beginning date for projects. Project expenditures made prior to that date must be paid from other funding sources.

Indirect and administrative costs

Indirect and other administrative costs should be absorbed by the applicant or provided through other funding sources. Often indirect costs are included as in-kind contributions.

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Refreshments & food

Food costs should be provided through other funding sources.

Small equipment items

Purchase of small equipment such as cameras and PCs must be clearly and fully explained in the grant application and be a part of the approved project budget. It is preferable that these types of items be leased wherever possible.

Allowable travel expenses

Travel expenses within California that are included the approved project budget are allowed. Travel expenses outside of California must be funded by other sources or absorbed by the grant recipient.

Memberships

CCLPEP funds should not be used to pay for personal membership in organizations.

- **Project close**

No new expenditures of state funds may occur after the project deadline shown in the State Librarian's grant award letter. All encumbrances are subject to review by the California State Library. We recommend that grant recipients consult with the State Library prior to making year-end encumbrances. Projects are allowed a liquidation period of 60 days, unless otherwise specified in the grant award letter. Following that 60-day period, the amount of encumbered funds that have not been liquidated will be deducted from the final grant payment. If the amount of the non-liquidated encumbrance exceeds the amount of the final grant payment, the difference must be returned to the California State Library.

In addition, any other unexpended funds that have been received by grant recipients must be returned to the State Library. If the amount of the unexpended funds has not yet been received by the grant recipient, it will be deducted from the final grant payment. Instructions and a timetable for closing projects are included in the Quarterly Fiscal Report Instructions. Please contact the CCLPEP Project Manager as soon as you realize there is a possibility of having an unexpended amount.

- **Data created by consultants**

Unless exempted by the State Librarian, all data, both raw and analyzed, of consultants employed under terms of an award becomes the property of the California State Library and may not be used or published without the express written permission of the State Librarian. Any consultant report authorized in the award should be addressed to the California State Librarian.

- **Equipment inventory**

Equipment is defined as items costing \$5,000 or more per unit. A record of equipment purchased with CCLPEP funds must be maintained by grant recipients in an inventory file. A copy of the equipment inventory file must be sent to the California State Library with the final project reports. Equipment purchased with state funds must be used for project purposes for five years or the life of the equipment, whichever comes first, unless otherwise stipulated. Disposition of equipment prior to this time is subject to review by the California State Library.

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- **For questions about grant project implementation, CCLPEP procedures, and narrative reports contact:**

CCLPEP Project Manager: Peggy Fish
Phone: (916) 651-6509
E-Mail: pfish@library.ca.gov

- **For questions about CCLPEP financial reports and procedures, contact:**

Fiscal Analyst: Colette Moody,
Phone: (916) 651-0977
E-Mail: cmoody@library.ca.gov